

# City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at [citymanager@winchesterva.gov](mailto:citymanager@winchesterva.gov) or 540-667-1815.

## PUBLIC SAFETY

### Winchester Police

- Attended Substance Abuse Coalition prevention, Council Against Domestic Violence and Sexual Assault committee, and First Night Winchester meetings.
- Attended first Drug Court docket.
- Held two Active Shooter Trainings for employees at Apple Blossom Mall.
- Attended NAACP monthly meeting.
- Met with PIO's from Winchester Public Schools, Winchester Medical Center and City of Winchester to discuss Active Shooter Exercise.
- Met with Continuum of Care to discuss Point in Time Count for homeless.
- Finalizing plans for Community Relations Forum (An Open Dialogue: Improving Race Relations) with NAACP and the Winchester Police Department on August 27. More details coming soon.

Police Activity	#
Calls for Service	915
Violent Crimes	19
Property Crimes	37
Accident Reports	16
Alarms	26
False Alarms	26
Directed Patrols	84
Directed Patrols	21
Old Town (OTW)	
Extra Patrols	70
Extra Patrols OTW	1
Traffic Citations	48
Written Warnings	52

### Winchester Fire & Rescue

- Chief Baldwin instructed final New Radio System Training classes on August 14. WFRD conducted 36 two-hour training sessions over a two-week period training 220 City and County responders.
- Attended Active Shooter Training with A Shift members and Police personnel.
- Met with station leadership on possible apparatus program.
- Conducting administrative fleet review.
- Attended Virginia Fire Officers Board meeting.
- Chief Baldwin and A Shift participated in Winchester Fire and Rescue Foundation Mission BBQ fundraiser on August 17.
- Chief Baldwin gave a presentation on the Zero Pak Fire and helped facilitate a round table meeting for Virginia Department of Fire Programs at the Virginia State Firemen's Conference.
- Met with the City's Human Resources Department to review the current Winchester Fire and Rescue Department Professional Development Program.
- Held internal department meeting to discuss the FY18 budget process.
- Working on Burn Building ITB document.
- Prepared radio communication logistics and cutover proceedings.
- Completed CPR training for the eight Handley students enrolled in the EMT class.
- Completed a revision to the department's equipment disinfection Standard Operating Procedure.

F&R Activity	#
Fire	5
Overpressure	0
EMS/Rescue	114
Hazardous Condition	4
Service Call	4
Good Intent	10
False Alarm	3
Special Incident	1
Plan Review	0
Inspections	24
Reinspections	2

- Completed big box store classroom training at Shawnee Fire Station and then did a walkthrough of the new Fresh Market located on Pleasant Valley Avenue to help apply classroom training.
- Picked up donated fitness equipment from the Wellness Center. The stations received four treadmills, an elliptical machine, ab machine, stair machine, and stationary bike
- Continuing Active Shooter Exercise preparation.
- Conducted CPR training for 9-1-1 Dispatchers and Police Department staff.
- Scheduled mandatory hazmat training for the regional team members (active team members are required to complete 24 hours of training annually).
- Weekly call logs are now posted on the City's website: [August 11-17](#).

## Emergency Management

- Communications Project
  - Radio System Manager started Monday, August 15.
  - Handled several inquiries relating to fleet mapping.
  - Distributed two portables to Transit.
  - Scheduled Unit ID training for Monday.
- Participated in Region 2 Mass Evacuation Exercise.
- Participated in weekly weather forecast call with National Weather Service.
- Held meeting with Public Information Officers involved in the upcoming Active Shooter Exercise.
- Discussed Red Cross MOU with Social Services.
- Attended Special Events Team monthly meeting.

## PUBLIC SERVICES

### Public Works, Utilities, Facilities Management, Transit

- Completed the swapping of the travel lane and the loading zone on Indian Alley behind the Braddock Street parking garage.
- Began minor structural repairs at the Handley Library.
- Met with the Frederick County Sanitation Authority to discuss recent and future cooperative efforts.
- Coordinated with Winchester Public Schools regarding drainage issues in the Handley High School parking lot.

### City Projects Update

- **FY17 Street Repaving**
  - The following streets were repaved this week: Armour Dale, Packer, York, Cather, Lambden, Henry, Braddock, and Mosby. Additional paving work is scheduled to begin the week of August 29.
- **Joint Judicial Center Renovation**
  - Work on the third phase of the project has been completed and the fourth and final phase has begun.
- **Fire & Rescue Burn Building**
  - Design drawings of the new building have been approved by the State.
  - Drawings and application have been submitted to Frederick County for a building permit.
  - Project will be advertised for construction bids soon.

### Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	10	173.75	Linear feet
	Streets Repaved	0	1.89	Lane miles
	Potholes Repaired	0	96	#
Trees	Dead/Diseased Trees Removed	10	74	#
	Trees Trimmed	6	427	#

	Stumps Removed	1	357	#
<b>Traffic</b>	Street Signs Installed or Replaced	1	156	#
	Pavement Markings Repainted (City)	0	1,858.33	Linear feet
	Pavement Markings Repainted (Contractor)	0	12,713	Linear feet
<b>Refuse &amp; Recycling</b>	Refuse Collected	128	4,038.11	Tons
	Recycling Collected	68.8	1,843.97	Tons
	Large Item Pickups	5	96	#
<b>Transit</b>	Total Passengers	3,341	86,964	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,110	123,281	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	385	11,662	Hours
<b>Utility Billing</b>	Payments Processed	1,497	43,951	#
	New Bills Mailed Out	3,388	42,417	#
	Water Services Turned Off for Non-Payment	0	795	#
<b>Water Treatment Plant</b>	Average Daily Water Demand	8.30	8.26	Million gallons/day
	Peak Daily Water Demand	8.77	9.06	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	7	8.01	Million gallons/day
	Peak Daily Flow Treated	7.83	18.49	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	0	25	#
	Water Meters Read	1,226	45,914	#
	Fire Hydrants Flushed	94	1,199	#
	Sewer Mains Cleaned	9,794	79,172	Linear feet
<b>Engineering</b>	Site Plans Reviewed	4	33	#
	Right-of-Way Permits Issued	5	60	#
	Stormwater Facility Inspections	2	23	#
	Erosion & Sediment Control Inspections	37	976	#
<b>Facilities Maintenance</b>	Work Requests Completed	22	546	#
	Special Events Assistance	0	7	#
	Maintenance of Pedestrian Mall	35	658	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	36	1,740	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Held monthly EDA meeting.
- Met with O'Sullivan Films to discuss ongoing expansion plans.
- Participated in conference call with Federal Mogul to discuss redevelopment plans.
- Ongoing preparations regarding sale of Taylor Hotel property and commercial kitchen auction. The auction is scheduled for Monday, August 29 at 1 PM in front of the Taylor Hotel.
- Ongoing preparations for the redevelopment of the Winchester Towers.

### Old Town Winchester

- Successfully conducted Customer Appreciation Day at the Old Town Winchester Farmers Market.
- Began outreach to recruit vendors for the fall Farmers Market to run through Thanksgiving.
- Continued outreach and advertising for the Greatness Program - 37 businesses have signed up to participate exceeding the amount in year one.
- Began working with the Shenandoah Arts Council on ArtScape 2017.

- Held Classic Movie at the Taylor Pavilion to a crowd of about 100 people despite the day being extremely hot and humid.
- Finalizing publicity and preparing for the last Friday Night LIVE of the summer on August 19 and the Taylor Pavilion Sunday Concert on August 21.

### Winchester-Frederick County Tourism

- Attended a Shenandoah Spirits Trail meeting to finalize printed materials (pocket map and poster) and take a first look at the website. Official trail launch will be planned for late September.
- Took part in a Family Travel with Colleen Kelly wrap-up financial phone conference meeting to discuss all outstanding invoices/receipts. Next steps are to expect b-roll filming in late August and airing of show in summer 2017.
- Took part in a Shrock bus tour/test route exercise with Parking Authority and GW Hotel management to determine feasibility of potential suggested routes and parking in order to create an official tour bus plan and become as bus friendly as possible in the Old Town area.
- Hosted David Mikula and Heather Young from creative firm Mikula|Harris. Acted as tour guide and showed them a number of attractions and activities in the city and county in preparation for their upcoming rebranding project for the Winchester-Frederick County Convention and Visitors Bureau.
- Tourism Board meeting was Thursday morning, with Mikula|Harris firm as the special guest to introduce themselves, answer questions and summarize the upcoming rebranding process.
- Took part in the Shenandoah Valley DMO marketing committee meeting to discuss next steps with marketing opportunities for the regional group members.
- Took part in a special Shenandoah Valley DMO full member meeting to plan for the upcoming Lunch & Learn session at the corporate Virginia Tourism (VTC) Offices in Richmond, where we'll bring the best of the Shenandoah Valley to top VTC executives for marketing/information/PR purposes.

### Planning

- Staffed Planning Commission meeting on August 19:
  - Hookah Establishment CUP recommended for reapproval with modified conditions
  - Northside Corridor Enhancement (CE) rezoning was reviewed. Discussion focused on proposed alternative alignment for the Fairmont Ave CE district which would extend the district straight down Fairmont Ave to North Ave as originally planned back in 2005. The Commission asked staff to proceed with a third public information meeting on August 31 (5:00-6:30 pm) assuming the alternative alignment and kept the rezoning request tabled so that either alternative could be considered for forwarding to Council with a recommendation anticipated in September
  - Authorized staff to reapprove an auto sales lot expansion at 1726 Valley Ave (just south of the Coca-Cola Bottling Works PUD)
- Staffed BAR meeting. Cases included new garages at Fort Loudoun Apartments on Peyton Street and changes to cellular panels at Taylor Fly tower (both approved).
- Completed extensive four-year report for compliance with Certified Local Government (CLG) program which allows the City to expedite historic tax credit project reviews and seek grants for historic surveys and studies.
- Attended NSVRC Executive Committee and Full Commission meetings in Front Royal. Commission is currently looking to fill combined GIS/Planner position due to a recent resignation.
- Prepared mileage table for entire 6.3-mile Green Circle Trail (as measured along mapped pedestrian route). Includes mile markings for trail transition locations, relevant landmarks, parking facilities and interconnecting trails.

### Zoning & Inspections

- Completed:
  - 72 building permit inspections and issued 39 building permits (\$518,110 valuation)
  - 95 code enforcement inspections and initiated 39 new cases
  - 9 new business reviews (7 Certificates of Business, 2 Certificates of Home Business)



- Removed 13 signs from the public right-of-way (YTD=422).
- Attended Planning Commission regular meeting. The Commission forwarded a CUP request for Ali Baba Hookah Bar (932 Berryville Ave) forward to Council with a favorable recommendation on a 5-2 vote. (Next step – Council Work Session on 8/23.)
- Held interviews for open Code Compliance Inspector position.
- Issued final certificates of occupancy for:
  - Mission BBQ – 2630 S. Pleasant Valley Road
  - Bell's Clothing (ground floor commercial portion of project) – 122-124 N. Loudoun Street

Permit #	Type	Address	Description	Value
16 0000776	RREM	221 S Pleasant Valley Rd	Demolish Rear Porch/Build Open	\$3,900
16 0000692	NRRM	615 E Jubal Early Dr	Tenant Upfit	\$65,000
16 0000692	PLBG	615 E Jubal Early Dr	Adding Water Fountain	\$6,000
16 0000723	NRRM	315 S Braddock St	5 Foot Retaining Wall	\$18,000
16 0000728	NRRM	629 Cedar Creek Gr	Remodeling For Office Space	\$60,00
16 0000755	CIFI	86 Featherbed Ln	Build Out For Computer Store	\$50,000
16 0000785	TTS	1700 Amherst St	Tent For Greek Festival Aug 17	\$2,000
16 0000792	NGAS	123 Latane St	Install Fireplace Logs	\$2,000
16 0000793	MECH	753 Seldon Dr	New Heat Pump/Ac	\$15,200
16 0000565	DECK	717 Van Fossen St	Enclose Porch	\$1,000
16 0000783	DECK	1431 Ramseur Ln	Enclosing Deck	\$13,000
16 0000789	PLBG	2630 S Pleasant Valley Rd	Groundwork For Spa	\$5,000
16 0000799	AMUS	1001 E Cork St	1 Inflatable Ride	\$256
16 0000168	RIFI	425 Castleman Dr	Adding 3 Car Garage	\$15,000
16 0000414	MECH	1512 Stone House Ct	3 Ac Units 3 Furnaces	\$9,000
16 0000801	ELEC	125 Bellview Ave	Replace Meter Socket	\$0
16 0000802	ELEC	308 W Leicester St	Update Wiring	\$0
16 0000803	ELEC	2337 Stoneridge Rd	Deck - 16-545	\$0
16 0000804	ELEC	945 Meadow Ct	Finish Area In Basement	\$0
16 0000805	ELEC	1400 Scott St	Inground Pool Bp 16-767	\$0
16 0000806	ELEC	4 E Southwerk St	Remodel 15-1146	\$0
16 0000807	ELEC	324 Woodstock Ln	Meter Inspection	\$0
16 0000808	NGAS	914 S Braddock St	Add Range	\$200
16 0000808	PLBG	914 S Braddock St	Add Washer/Dryer	\$40
16 0000809	TTS	1460 University Dr	Tent W/ Stage For Ceremony	\$9,000
15 0001162	FSUP	1671 S Pleasant Valley Rd	Tenant Fit-Up Sprinkler Work	\$6,000
16 0000780	NRRM	107 N Kent St	Add New Walls And Doorways On	\$12,000
16 0000786	SIGN	143 W Boscawen St	Replacing Sign	\$200
16 0000787	SIGN	707 Fort Collier Rd	Replace 1 Wall Mounted Sign	\$13,311
16 0000788	SIGN	2600 Valley Ave	Replace 1 Bldg Mounted & 1 Fre	\$11,684
16 0000790	DEMO	931 Wayne Dr	Demolish Fire Damaged House	\$20,000
16 0000794	DECK	803 Buckner Dr	Re-Decking Existing Deck, Add	\$13,000
16 0000795	NR	528 York Ave B1-4	Apt Bldg Re-Roof	\$16,455
16 0000796	NR	530 York Ave	Apt Bldg Re-Roof	\$16,455
16 0000797	NR	532 York Ave	Apt Bldg Re-Roof	\$16,455
16 0000798	NR	534 York Ave	Apt Bldg Re-Roof	\$16,455
16 0000800	RREM	324 W Leicester St	Interior Remodel, New Roof & R	\$100,000
16 0000811	NGAS	424 Castleman Dr	Replace Gas Water Heater	\$100
16 0000811	PLBG	424 Castleman Dr	Replace Gas Water Heater	\$1,400
16 0000776	RREM	221 S Pleasant Valley Rd	Demolish Rear Porch/Build Open	\$3,900
16 0000692	NRRM	615 E Jubal Early Dr	Tenant Upfit	\$65,000
16 0000692	PLBG	615 E Jubal Early Dr	Adding Water Fountain	\$6,000
16 0000723	NRRM	315 S Braddock St	5 Foot Retaining Wall	\$18,000
16 0000728	NRRM	629 Cedar Creek Gr	Remodeling For Office Space	\$60,000

**39 TOTAL****\$518,111**

**TYPE KEY:** NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADI=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM = Non-Residential Remodel | CIF=Commercial Industrial Finished | NR=Non-residential Reroof

**PARKS & RECREATION**

- Interviewed candidates for the Superintendent of Parks, Aquatics Instructor and Lifeguard positions.
- Attended the City's Special Events Team meeting.
- Continued with the new Outdoor Pool afternoon hours (3:00-6:45 pm, M-F).
- Reviewed the property line at Rolling Hills green space.
- Repaired cracks at the Tennis Courts and added the blended lines.
- The Civil War Tour trolley trip for Friday evening, August 19, is full.
- The HIVE and HIVE CLUB have 125 enrolled and registration for all sites including Daniel Morgan has been closed.
- Reviewed participation in Social Services' VIEW Program and submitted an application.
- On Monday, 21 volunteers from Skill Soft participated in clean up within Jim Barnett Park.

**WINCHESTER PARKING AUTHORITY**

- 2,772 vehicles utilized the garages from August 10-16.
- As of August 17, there were 956 monthly parkers in the garages (18 rentals and 1 cancellation).
- On August 16, the Tourism Director and WPA Executive Director rode on a Schrock tour bus per the request of the George Washington Hotel to witness how a driver parks in the permanent tour bus locations being considered downtown. The first-hand feedback from the driver's perspective in regards to each potential location and route being considered is valuable to the decision-making and recommendation development process.
- The walk up paystation at Braddock Autopark has been fixed. It was out of service August 13-17.

**SOCIAL SERVICES**

- Received 55 Benefit Program applications: 29 SNAP, 33 Medicaid, 5 TANF, 5 Child Care, 1 Cooling Program.
- Currently serving the following individuals in Benefit Programs:
  - 3,946 receive SNAP
  - 200 receive TANF
  - 5,329 receive Medicaid
  - 40 receive VIEW Services
  - 32 receive Child Care subsidy (50 families (74 children) are currently on the waiting list)
- Completing 47 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Completed 3 Pre-Admission Screenings with the Health Department.
- Completed the VDSS Child and Family Services Review (CFSR) in preparation for Virginia's Federal CFSR in 2017.
- Staff Attended:
  - SNAP VaCMS Eligibility Migration Training
  - WDSS Full Staff Meeting
  - NSV Alliance Executive Meeting
  - Adult Protective Services Supervisor Meeting

<b>Weekly Activity</b>	<b>#</b>
Walk-in clients	200
Client info drop offs	91
Child Protective Service referrals	4
"On notice" for foster care entry by JDRC	6
Children in foster care	30
Entered foster care	0
Exited foster care	0
Child Protective Services ongoing case management	27
Adult Protective Service referrals	6
Adult services case management load	10
Adult guardianships	3
Adult protective services investigations	22
Benefit fraud investigations	10
Fraud allegations received	0
Family Services Prevention case management load	11

## SUPPORT SERVICES

### Information Technology

- Continued research on event logging for computer network activity.
- Prepared for activation of wi-fi access point in TPSC parking area.
- Prepared, with VITA and Consultant, for August 24 Social Services network reconfiguration.
- Continued network discovery at Middletown and Opequon plants in preparation for establishing always on VPN connection.
- Assisted utilities rate analysis contractor with understanding exported data.
- Attended utility billing software status meeting.
- Met with Commissioner and Treasurer to discuss how to handle unique personal property issues.
- Completed topographic map of Kernstown.
- GIS met with Public Works division manager to coordinate mapping of sidewalk lift map.

## COMMUNICATIONS

- Articles in *The Winchester Star* this week:
  - August 13 –
    - Area drug treatment participant prepared
    - Handling with care
    - City set to launch FY17 repaving campaign
  - August 16 –
    - Police: Officer bitten while handcuffing man in Valley Ave. altercation
  - August 17 –
    - Regional drug sweep results in 75 arrests
    - Corridor-enhancement districts will be reconsidered after input
  - August 18–
    - Questions endure about Green Circle Trail agreement
    - Jazzin' it up! Friday Night Live finale has jazz, blues and funk
  - August 19 –
    - FBI offers reward in robbery probe
    - Drug court officials glad for donations
- WHAG reports:
  - Daughters of Winchester police officers win first kind of scholarship [Watch](#)
- Sent press releases:
  - Police Foundation Awards First Scholarships (PD) [Read](#)
  - Winchester Man Arrested for Business Break-In (PD)
- Distributed August 19 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Attended Active Shooter Exercise meeting for PIOs involved in the exercise (Public Schools, Medical Center, Winchester Police and City of Winchester).
- Participated in conference call with FOIA software vendor and Social Services management team to customize Social Services portion of the online portal.
- Attended the Social Services full staff meeting to discuss the City's emergency notification system.
- Current Projects:
  - Strategic Plan performance measures booklet
  - VGFOA Innovation Award nomination
  - Green Circle brochure, map and website update
  - CAFR and Budget Manual cover designs
  - Victim Witness webpage update
  - Labor Day closure communication
  - Photos of new businesses for financial report
  - Emergency Support Function #15 plan (Emergency Operations Plan)
  - Human Resources recruitment brochure design
  - VML/Governor's Capital Tree hand-made ornament submission

## Photo of the Week



Instagram: There's now a new traffic pattern on a portion of Indian Alley to improve the loading/unloading zone and traffic flow.